Ongoing innovation, regional cooperation and effective leadership will ensure that Glastonbury will always be a great place to live, learn, work and do business.



The Town of Glastonbury

Director of Planning and Land Use Services

Recruitment Announcement

The Town of Glastonbury is seeking a highly experienced Planning and Land Use professional to join the Town's management team as Director of Planning and Land Use Services. The successful candidate will be a dedicated, positive, effective team player with a demonstrated track record of successful municipal Planning and Land Use experience. The Director will report to the Town Manager as part of the organization's highly effective, experienced and successful management team. The Director will be responsible for all phases of a full-service municipal Planning and Land Use Department. Examples of responsibilities include:

- 1. Staff liaison to the Town Plan and Zoning Commission and the Land Use Board of Commission
- 2. Administers Town Build Zone Regulations and other land use regulations, and drafts amendments and updates to such regulations
- 3. Coordinates the review and approval process for residential and commercial projects
- 4. Develops updates to the Plan of Conservation and Development and coordinates approval process
- 5. Manages compliance with conditions of approval for approved development projects
- 6. Coordinates activities of Divisions assigned to the Planning and Land Use Department
- 7. Responsible for overall Land Use Planning including planning studies, initiatives and projects

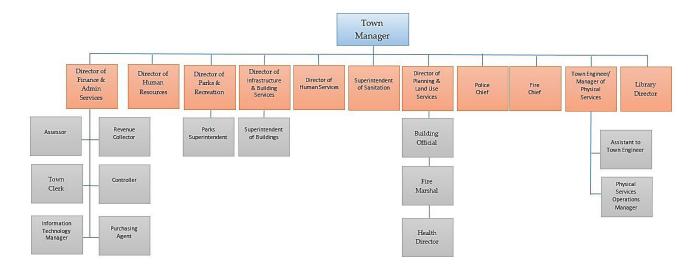


The Organization

The Town of Glastonbury has a highly talented, dedicated and successful workforce. The organization is committed to effective and responsive customer service, teamwork, innovation, efficient service delivery, cost-effective Town operations and overall professional management. The community is consistently recognized on a state and national level with examples including a nationally accredited Police Department and Senior Center program, the Government Finance Officers Association Certificate of Excellence in Financial Reporting and Distinguished Budget Presentation, AAA/Aaa ratings by Moody's Investors Services and Standard & Poor's, and

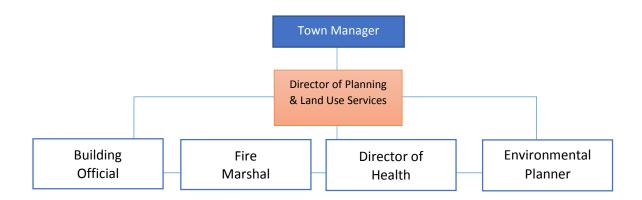
countless other individual and collective state and national recognitions.

Town operating departments and divisions are organized as shown below.



The Department

The Department of Planning and Land Use Services is comprised of the offices of Planning, Environmental Planning, Public Health, Fire Marshal and Building Official. There are currently 14 full-time Department staff across the various Divisions. The department has a current operating budget of \$1,757,000. The Department provides staff support to a number of appointed Boards and Commissions including the Town Plan and Zoning Commission, Conservation/Inland Wetlands Commission, Zoning Board of Appeals, Historic District Commission, and others.



The Community

Incorporated in 1693, Glastonbury is among Connecticut's oldest municipalities. Located approximately 10 miles southeast of Hartford, the state's capital city, the community is primarily residential with high-quality economic development, a variety of housing opportunities and a population of approximately

35,000. Glastonbury is well known for its excellent municipal management, outstanding public education, historic character, open space and recreation opportunities, proximity to the Connecticut River and an exceptionally high quality of life.

Glastonbury is conveniently located near a variety of local and regional amenities including:

Colleges and Universities
New York City and Boston
Bushnell Theater, Hartford Stage
Wadsworth Atheneum Museum
Mystic Seaport and Aquarium

Farms and Orchards
Restaurants and Shopping
Connecticut and Rhode Island Beaches
New England Ski Areas
Bradley International Airport







Ideal Candidate

The ideal candidate will be well-versed in the principles and practices of municipal Planning and Land Use. The Director will have outstanding verbal and written communication skills, ability to effectively establish performance standards for Department operating divisions/staff, understand and support a variety of organizational initiatives, work effectively with appointed officials, members of Department staff, general public, and individuals/entities presenting projects for review and approval. The Director will perform duties and assignments in a positive, professional manner commensurate with the position and have the ability to work effectively as a "team player" in support of the Department and overall organization.

Experience and Qualifications

- Master's degree in Planning or a closely related field
- Minimum of five (5) years of progressively responsible planning experience including two (2) years as a Town Planner or equivalent
- Certification by the American Institute of Certified Planners (AICP) preferred
- Valid Driving License
- > Thorough knowledge of municipal planning and development principles and practices

Considerable ability to administer policies and procedures at the department level including goals, objectives, planning, financial management, decision making, and report development and writing

The current annual salary for this position is up to \$128,953. The starting annual salary will be based upon the qualifications and experience of the successful candidate.

The Town of Glastonbury offers competitive benefit packages including the following:

- Pension Plan
- Vacation, Personal, Holiday and Sick Leave
- ➤ Health and Dental Insurance
- Life Insurance
- Long-term Disability



The Incumbent

The incumbent Director is retiring after a nearly 36 year career in the Planning Office with the most recent 33 years as Director.

How to Apply

To be considered for this outstanding opportunity, please submit your cover letter, resume and completed Town of Glastonbury Employment Application to the Town of Glastonbury Human Resources Department, P.O. Box 6523, Glastonbury, CT 06033-6523. For an application, visit the Town's website at www.glastonbury-ct.gov or contact the Town Hall Information Center at (860) 652-7710. Candidates are also invited to submit writing samples from policies, procedures or protocols they have written or prepared in their career.

This position's closing date has been extended until Friday, March 6, 2015. Applications will be screened upon receipt. Interested candidates are encouraged to submit their application and background information early in the recruitment process.

To apply online, visit the Town website at www.glastonbury-ct.gov and click on "Employment" in the right hand menu. Click the link called "Current Job Openings" and select this posting for application instructions.

This is an open recruitment process and NO internal incumbent has expressed interest in this position.